



JACKIE LACEY  
LOS ANGELES COUNTY DISTRICT ATTORNEY

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December 15, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

44 December 15, 2015

  
PATRICK O'GAWA  
ACTING EXECUTIVE OFFICER

**DISTRICT ATTORNEY'S OFFICE LEGAL MANAGEMENT RETREAT– APPROVAL OF  
INCIDENTAL EXPENSES ALL DISTRICTS (3-VOTES)**

**SUBJECT**

The Los Angeles County District Attorney's Office (LADA) is requesting approval of Incidental Expenses to fund a Legal Management Retreat which will be held in January of 2016.

**IT IS RECOMMENDED THAT THE BOARD:**

Authorize the LADA to incur incidental expenses above the Department's delegated authority as outlined in Section 5.40.07 of the Los Angeles County Code.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Legal Management Retreat will allow the executive legal team to have an opportunity away from the office to work on shared ideas, expectations and open discussion of what they have accomplished in the past year and what they intend to accomplish in the coming years. The LADA's goals and strategies will be explored to benefit the organization by identifying themes and desired outcomes. The offsite will be used to strengthen internal communications and protocols.

**Implementation of Strategic Plan Goals**

The Legal Management Retreat will provide the District Attorney and the Legal Management team an opportunity to review identified goals, challenges, and opportunities that will assist them in furthering the LADA's mission of protecting our community through the fair and ethical pursuit of

justice and the safeguarding of crime victim's rights. The recommended action is consistent with the County of Los Angeles Strategic Plan Goal 1, Operational Effectiveness.

**FISCAL IMPACT/FINANCING**

The incidental expenses for this seminar are estimated to be approximately \$8,000. Incidental expenses include the provision of food services, accommodations and a meeting room by the proposed venue from January 24, 2016 through January 26, 2016 for the LADA legal management team. Sufficient funding is included in the LADA's budget in this fiscal year. The LADAs office used the County's bidding process to select the venue in which the lowest of three bidders was selected.

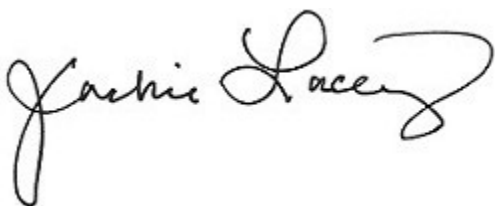
**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Section 5.40.097 of the County Code permits departments to purchase food and beverages for official functions and meetings authorized by the department head up to \$500 per occasion with a maximum of \$5,000 per year. Any expenditure of more than \$500 per occasion must be approved in advance by the Chairperson of the Board of Supervisors. Expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The Legal Management Retreat will strengthen operations in the LADA's office. The expectation for the District Attorney is to launch her goals and give her team a better understanding of how these goals impact their various operations in order for the team to filter these set goals along with their policies throughout the organization.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jackie Lacey". The signature is fluid and cursive, with a large, stylized initial "J".

JACKIE LACEY

District Attorney

no

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
County Counsel  
Auditor-Controller